

First Friday

(March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6)
Augusta Common

VENDOR GUIDELINES

AUGUSTA COMMON	
OPERATING HOURS:	6:00 p.m.-10:00 p.m.
SETUP HOURS:	9:00 a.m. – 5:30 p.m.
BOOTH RENTAL FEE:	Art & Crafts – \$15.00 Merchandise – \$25.00
BOOTH SIZE:	10'x15'

AUGUSTA COMMON: Twenty (20) amp outlets are located at each booth space on the Augusta Common and are available for usage with a \$25.00 additional fee. Each individual will be required to sign and be responsible for a power box.

1. Exhibitor must provide their own setup and equipment
2. Booth fee and space will be forfeited if exhibitor does not set up on time.
3. Spaces will be assigned prior to the event and you will be sent your booth assignment number and map before the event.
4. No pets are allowed in booth spaces.
5. **BOOTH FEES ARE NON-REFUNDABLE.** Check should be made **payable to Augusta Richmond County and are to be paid no later than 5:00 p.m. the day prior to the event.**
6. Exhibitor may sell only work in the categories for which they have been accepted. City of Augusta Special Events reserves the right to reject any entry found not to be in compliance with these rules.
7. The exhibition of all materials shall be in compliance with all applicable laws, rules and regulations of the State of Georgia and Augusta, Georgia. Georgia Sales Tax must be charged on all sales. If you have a Georgia Tax Number, this must be included on the application. Exhibitor is responsible for collecting and turning in all applicable taxes.
8. **Booths must be staffed and “open for business” at all time during operating hours. No exhibitor will be allowed to leave the venue prior to the close of the event.**
9. No vehicles will be allowed in the exhibiting area (parked or in motion) during operating hours. You are encouraged to bring along push carts/wagons for transporting merchandise to your assigned area.

10. Booth spaces **cannot be sublet to another exhibitor** without prior approval by City of Augusta Special Events.
11. Exhibitor is encouraged to provide flyers or business cards to hand out to visitors.
12. Merchandise cannot block aisles or be set up in public walking areas, this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.
13. **All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt, or cement.**
14. City of Augusta Special Events cannot accept responsibility for lost or stolen items.
15. Exhibitor must cease all sales and begin dismantle of setup promptly at the end of the event.
 - *All power boxes will be collected exactly one hour after the close of the event.*
 - *The bollards at the ends of access lanes on the Augusta Common will be put back in place exactly one hour after the close of the event.*
16. The on-duty Richmond County Sheriff's Deputies have the authority to uphold all rules and regulations.
17. If set up is planned early in the morning, merchandise is a responsibility of the vendor only. City of Augusta is not responsible for merchandise or equipment.

If you have any questions or concerns, please contact:

City of Augusta Special Events
836 Reynolds Street
Augusta, GA 30901
(706) 821-1754

First Friday

(March 3, April 7, May 5, June 2, July 7, August 4, September 1, October 6)

Augusta Common

FOOD VENDOR GUIDELINES

AUGUSTA COMMON	
OPERATING HOURS:	6:00 p.m. -10: 00 p.m.
SETUP HOURS:	9:00a.m.-5:30pm
BOOTH RENTAL FEE:	\$50.00
BOOTH SIZE:	10'x15'

AUGUSTA COMMON: Twenty (20) amp outlets are located at each booth space on the Augusta Common and are available for usage with a \$25.00 additional fee. Each individual will be required to sign and be responsible for a power box.

1. Vendor must provide their own setup and equipment
2. Spaces will be assigned prior to the event and you will be sent your booth assignment number and map before the event.
3. No pets are allowed in booth spaces.
4. **Food vendor is required to use portable flooring or plastic under their entire vending area so as not to stain or damage bricks.**
5. **BOOTH FEES ARE NON-REFUNDABLE.** Check should be made **payable to Augusta Richmond County and are to be paid no later than 5:00 p.m. the day prior to the event.**
6. Vendor must sell only those items that have been approved.
7. Georgia Sales Tax must be charged on all sales. If you have a Georgia Tax Number, it must be included on the application. Vendor is responsible for collecting and turning in all taxes.
8. **Booths must be staffed and “open for business” at all time during operating hours. No exhibitor will be allowed to leave the venue prior to the close of the event.**
9. No vehicles will be allowed in the exhibiting area during operating hours (parked or in motion). You are encouraged to bring along push carts/wagons for transporting supplies to your assigned area..

10. Booth spaces **cannot be sublet to another vendor** without prior approval by City of Augusta Special Events.
11. Public walking areas and aisles cannot be blocked with products, this includes the access lane of the Augusta Common. All supplies must be contained within your assigned space.
12. **All tents must be free standing. Do not anchor tents by drilling through the bricks, asphalt, or cement.**
13. Vendors using grease are responsible for disposal of it in a safe manner. The dumping of grease or wastewater on the grounds is prohibited. ***There must be a drip pan or tarp under any pieces of equipment where grease, oil is used for cooking.***
14. City of Augusta Special Events cannot accept responsibility for lost or stolen items.
15. Vendor must cease all sales and begin dismantle of setup promptly at the end of the event.
 - *All power boxes will be collected exactly one hour after the close of the event.*
 - *The bollards at the ends of access lanes on the Augusta Common will be put back in place exactly one hour after the close of the event.*
16. The on-duty Richmond County Sheriff's Deputies have the authority to uphold all rules and regulations.

NOTE: Violation of the vendor guidelines will result in a \$200 fine plus prohibition from participating in all future events.

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